

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Bruce Dell/797-1075

PREPARED BY: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF ILER PLANNING GROUP TO UPDATE THE TOWN'S COMPREHENSIVE PLAN AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

REPORT IN BRIEF: The Town solicited sealed proposals for updating the Town's comprehensive plan. The Town sent out RFP documents to nineteen (19) prospective respondents. In addition, the RFP was advertised in Florida Bid Reporting and BidNet and also posted on the Town's website. The Town received four (4) responses. The selection committee invited all four (4) firms to make an oral presentation to the committee. After reading the proposals and hearing oral presentations, the selection committee selected Iler Planning Group as the firm best qualified to provide the required services

PREVIOUS ACTIONS: n/a

CONCURRENCES: The firm of Iler Planning Group was chosen by the selection committee.

FISCAL IMPACT: Yes

Has request been budgeted? Yes

Additional Comments: Contract to be negotiated after approval of the vendor selection

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Procurement Authorization, Selection Committee Rankings, Incorporation information.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF ILER PLANNING GROUP TO UPDATE THE TOWN'S COMPREHENSIVE PLAN AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for updating the Town's comprehensive plan; and

WHEREAS, the selection committee has selected Iler Planning Group as the firm best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute a contract for such products and services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Iler Planning Group as the firm best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such products and services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0403-515-0306	Contractual Comp. Plan update based on 2005 Evaluation & Appraisal Report	\$50,000-\$65,000

METHOD OF PROCUREMENT (check the one that applies)

- ☐ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☒ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed *M. J. Miller*
Department Head

Have Funds been Reserved N/A - *2006/07 Funds*

Date 9/2/06 Signed *[Signature]*

Signed *[Signature]*
Town Administrator

VENDOR	BIDS SUBMITTED	COST
<u>ILER PLANNING GROUP</u>	<u>RANKED</u>	<u>1ST</u>
<u>KIMLEY-HORN</u>	<u>RANKED</u>	<u>2ND</u>
<u>LA RUE PLANNING</u>	<u>RANKED</u>	<u>3RD</u>
<u>MILLER LEGG</u>	<u>RANKED</u>	<u>4TH</u>

Signed *[Signature]*
Procurement Manager

<u>BID SPECIFICATION COMMITTEE'S RECOMMENDATION</u>	
Vendor	Cost
<u>ILER PLANNING GROUP</u>	<u>RANKED 1ST</u>

	A	B	C	D	E
1					
2					
3		COMP. PLAN UPDATE			
4					
5					
6	COMMITTEE MEMBER	KIMLEY	MILLER	LARUE	ILLER
7		HORN	LEGG	PLANNING	PLANNING
8					
9	W. UNDERWOOD	A	B	S	N
10	R. MUNIZ	1	4	3	2
11	M. KUTNEY	2	4	3	1
12	L. PETERS	3	4	2	1
13	I. ALLEN	1	4	3	2
14	H. HYMAN	1	3	4	2
15					
16	TOTAL	8	19	15	8
17					
18	RANKING	1st (TIE)	4th	3rd	1st (TIE)

TIS BUDGETER

RUSSELL - Kimley Horn
 MARK - ILSEN Planning
 LARRY - ILSEN Planning
 INDIRA - Kimley Horn
 ALEXIS - ILSEN Planning

ILSEN WINS 3-2



ILER PLANNING GROUP
11000 PROSPERITY FARMS RD
SUITE 206
PALM BEACH GARDENS, FL 33410

Document Number G01031900037	Status ACTIVE	Date Filed 01/31/2001
Expiration Date 12/31/2011	Current Owners 000000001	County PALM BEACH
Total Pages 000000002	Events Filed 000000001	FEI Number NONE

[View Filing History](#)

[Previous on List](#)

[Return to Name List](#)

[Next on List](#)

Owner Information

Name & Address	FEI Number	Charter Number
HBI PLANNING SERVICES, INC. 11000 PROSPERITY FARMS RD SUITE 206 PALM BEACH GARDENS, FL 33410	65-0458180	P93000085525

Document Images

Listed below are the images available for this filing.

G01031900037 -- 01/31/2001 -- REGISTRATION
G06999032052 -- 11/29/2006 -- RENEWAL

THIS IS NOT OFFICIAL RECORD; SEE DOCUMENTS IF QUESTION OR CONFLICT



Form (Rev. January 2003) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.					
W-9							
Print or type See Specific Instructions on page 2.	Name <u>HBI PLANNING SERVICES, INC.</u>						
	Business name, if different from above <u>DBA - ILER PLANNING GROUP</u>						
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other						
	Address (number, street, and apt. or suite no.) <u>11 000 PROSPERITY FARMS RD. - STE. 206</u>						
	City, state, and ZIP code <u>Palm Beach Gardens FL 33410</u>						
List account number(s) here (optional)							
Part I Taxpayer Identification Number (TIN)							
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> </div> </div></td> </tr> <tr> <td style="text-align: center;">or</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <u>6510451811810</u> </td> </tr> </table>			Social security number	<div style="display: flex; justify-content: space-around;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> </div> </div>	or	Employer identification number	<u>6510451811810</u>
Social security number							
<div style="display: flex; justify-content: space-around;"> <div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> </div> </div>							
or							
Employer identification number							
<u>6510451811810</u>							
Part II Certification							
Under penalties of perjury, I certify that:							
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and							
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and							
3. I am a U.S. person (including a U.S. resident alien).							
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Sign Here</td> <td style="width: 40%;">Signature of U.S. person <u><i>Michael</i></u></td> <td style="width: 40%;">Date <u>11/2006</u></td> </tr> </table>			Sign Here	Signature of U.S. person <u><i>Michael</i></u>	Date <u>11/2006</u>		
Sign Here	Signature of U.S. person <u><i>Michael</i></u>	Date <u>11/2006</u>					
Purpose of Form							
A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.							
U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:							
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).							
2. Certify that you are not subject to backup withholding, or							
3. Claim exemption from backup withholding if you are a U.S. exempt payee.							
Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.							
Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).							
Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.							
If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:							
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.							
2. The treaty article addressing the income.							
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.							
4. The type and amount of income that qualifies for the exemption from tax.							
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.							

Town of Davie Vendor/Bidder Disclosure

I. HENRY ILER, being first duly sworn state that:

The full legal name and business address of the person(s) or entity contracting with the Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization:

HBI PLANNING SERVICES
(CMAA, ICER PLANNING) Group)
11000 PROSPERITY FARMS ROAD
SUITE 206
PALM BEACH GARDENS, FL 33411

Address:

FEIN

65-0458180

State and date of incorporation

FLORIDA / JAN 01, 1994

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
HENRY B ILER		%
		%
		%
		%

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

By: [Signature]
Signature of Affiant

Date: 10-18-06

Henry B. Icen
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 18 day of
October 2006, by Henry B. Icen, he/she is
personally known to me or has presented FL DL as
identification.



[Signature]
Notary Public, State of Florida at Large

Rudy Bazelaïs Jr
Print or Stamp of Notary

Serial Number

My Commission Expires : 3-26-10